

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This can involve research, consultation with experts, or collecting data from various sources.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and key factors that influence the outcome.

4. The fourth step is to develop a solution or plan. This involves brainstorming ideas, evaluating options, and selecting the most effective approach.

5. The fifth step is to implement the solution or plan. This involves putting the chosen approach into action and monitoring progress.

6. The sixth step is to evaluate the results. This involves assessing the effectiveness of the solution and identifying areas for improvement.

7. The seventh step is to communicate the findings. This involves sharing the results with stakeholders and providing recommendations for future action.

8. The eighth step is to reflect on the process. This involves reviewing the steps taken and identifying lessons learned for future reference.

9. The ninth step is to document the process. This involves creating a record of the steps taken and the results achieved.

10. The tenth step is to review the process. This involves periodically reviewing the process to ensure it remains effective and relevant.

King Y. Poon

2624

✓	Rejected
=	Allowed

-	(Through numeral) Cancelled
+	Restricted

N	Non-Elected
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A	Appeal
O	Objected

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